



## THE CITY OF SAN DIEGO

April 6, 2006

**RE: ATTENDANCE AT UPCOMING COMMUNITY ORIENTATION WORKSHOP**

To: Elected Members of Council-Recognized Community Planning Groups:

This is an invitation to elected members of Council-recognized community planning committees to attend a Community Orientation Workshop (COW).

Each year, City staff conducts a 4-hour COW session on a Saturday morning to review Council Policy 600-24 and to discuss other topics of interest. This year's session has been scheduled for **Saturday morning, April 29, at 8:15 a.m.** The session will be held at the Metropolitan Operations Auditorium, 9192 Topaz Way in Kearny Mesa.

The City's records indicate that you are an elected member of a community planning group and that you have yet to attend a COW. Attendance by all elected planning group members at a COW session is required by City Council Policy 600-24, "Standard Operating Procedures and Responsibilities of Recognized Community Planning Committees". This COW session will assist you in your understanding of how you, as an individual, and your planning group can be indemnified in case of legal action against the group. It's also a great opportunity to hear dialogue about operations of community planning groups, and the generally required procedures.

Please call the Planning Department at **619-235-5200** to register for this workshop. An agenda and directions to the workshop site are included with this letter. If you believe you have already attended a COW, please give the attendance information to the Planning Department for documentation. Your name, along with others in your planning group who have yet to attend a COW, will be forwarded to your committee chair for their information. Feel free to contact your chair or Theresa Millette at 235-5206, if you have any questions about the session.

A handwritten signature in blue ink, reading "Gary P. Wright, Jr.", is located below the main body of the letter.

Betsy McCullough, AICP  
Deputy Director, Planning Department

cc: Community Planning Group Chairs

**Planning Department**  
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